

# Public Service Proposals

## ***General Information and Instructions***

Community Development Block Grant Program

RFP Opens:	October 21, 2002
Closes:	November 22, 2002
Sponsor:	<i>City of Phoenix Neighborhood Services Department Community Development Division</i>



## 2003 - 2004 PUBLIC SERVICE PRIORITIES

Total Allocation = \$600, 000

PRIORITIES/ELIGIBLE ACTIVITIES	FUNDING ALLOCATION
<b>YOUTH SERVICES AND CHILDCARE (Maximum Request \$40,000)</b> Proposals submitted under this priority include services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for at risk children. This includes after school recreational activities, structured childcare and preschool education programs with priority to under served areas and violence prevention programs. Violence Prevention programs are defined as a broad-based community collaboration to address the root causes of violence, including changing the culture of violence, strengthening youth and parental support systems, expanding early intervention and access to quality childhood programs making Phoenix neighborhoods less hospitable to crime. Applicants are encouraged to offer services that are part of a broader neighborhood based revitalization strategy. The average agency CDBG request in prior years has been \$31,000.	<b>\$246,000 - 41%</b>
<b>ENRICHMENT PROGRAMS FOR YOUTH (Maximum Request \$25,000)</b> Proposals submitted under this priority include services structured to augment educational opportunities for youth. Program examples include after school tutoring, literacy, reading, computers, music and art programs that are development oriented.	<b>\$126,000 - 21%</b>
<b>SUPPORT SERVICES TO PERSONS WITH DISABILITIES AND SENIORS (No Cap)</b> Proposals submitted under this priority include services that support self-sufficiency and independent living. Transportation services are encouraged / emphasized. Other program examples include case management, vocational services and other activities that promote a higher level of self-sufficiency for persons with disabilities and seniors in under served areas.	<b>\$120,000 - 20%</b>
<b>NEW STARTS (Maximum Request \$10,000)</b> This is a new priority and is meant to encourage newly formed start up agencies or inexperienced agencies an opportunity to receive CDBG program funding. Only agencies that have not been funded through Phoenix's CDBG program in the last five years will be considered for funding in this priority. Proposals to be submitted under this priority are limited to those listed in this RFP, i.e., Youth Services, Childcare, Enrichment Programs for Youth, Support Services to Persons with Disabilities and Senior Support Services and Neighborhood Revitalization	<b>\$78,000 - 13%</b>
<b>NEIGHBORHOOD REVITALIZATION SERVICES (Maximum Request \$10,000)</b> Activities carried out by neighborhood organizations that promote safety, blight identification and removal, and revitalize neighborhoods. Program examples include tool lending programs, graffiti removal supplies, community events, neighborhood newsletters, block watch activities, landlord/tenant initiatives, and special programs for the elderly and/or youth such as home visitation/telephone hotline, community service work, and crime watch. Priority will be given to programs in the target geographical areas outlined in the Request for Proposal (RFP).	<b>\$30,000 - 05%</b>

To receive this information in alternative print/audio formats, contact the Neighborhood Services Department ADA Liaison, 200 W. Washington St., Phoenix, AZ 85003. Voice number (602) 495-5459. TTY (602) 495-0685.

## GENERAL INFORMATION

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Welcome to the CDBG annual Request for Proposal (RFP) process. This general information will help you understand the CDBG rules and regulations, and define the RFP criteria.

The program funded by the U.S. Department of Housing and Urban Development provides annual grants on a formula basis to entitlement cities and counties. The national objectives of the CDBG program are to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low and moderate-income people. The City of Phoenix's Community Development Block Grant (CDBG) program, administered by the Neighborhood Services Department has been serving the community since 1975. The Community Development Division issues this Request for Proposal (RFP) annually for non-profit groups and neighborhood organizations. Federal regulations require that CDBG funds be used for projects that qualify as meeting one of the National Objectives of the program and the eligible activity criteria. Projects that fail to meet the applicable tests will NOT BE considered for funding.

### ELIGIBLE APPLICANTS – GENERAL

Non-profit organizations and neighborhood organizations. All proposers must be incorporated by the date of proposal submittal. School applicants must be located in and contribute to revitalization strategies in one of the City's targeted areas including: Neighborhood Initiative Areas, Enterprise Community, Redevelopment Areas, eligible Historic Districts, active Neighborhood Fight Back and/or Special Revitalization Areas (see Appendix B for a list of Phoenix's Geographic Targeted Areas).

### CHARTER SCHOOL APPLICANTS

Charter school applicants must be located in and contribute to revitalization strategies in one of the City's targeted areas. See Appendix B for a list of Phoenix's Geographic Targeted Areas. Charter Schools are allowed to accept grants and gifts to supplement their state funding. However, the base support a charter school receives from a federal or state agency intended for the basic maintenance and operations of the school may be reduced if the school receives a CDBG award for the same operating dollars already provided by the State.

### RELIGIOUS FOUNDATION APPLICANTS

CDBG funds may be used for eligible public services to be provided through a primarily religious entity, where the religious entity enters into an agreement (contract) with the grantee (City of Phoenix) or another subrecipient agency receiving CDBG funding. The religious entity cannot discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to person on the basis of religion. The religious entity will not discriminate against any person seeking public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion. CDBG funds cannot be used for renovation projects in church-owned facilities. However, if the facility is leased on a long-term basis to a wholly secular entity for eligible public services, and meets other criteria, CDBG assistance can be provided to the secular entity for renovation of the leased facility.

### ELIGIBLE ACTIVITIES

Public Service projects that meet a National Objective of the CDBG program and fall within one of the following priorities: Youth and Childcare Services, Enrichment Programs for Youth, Support Services to Persons with Disabilities and Seniors, New Starts, Neighborhood Revitalization Services. Eligible cost

components include personnel cost, supplies and materials to carryout the program. See page one for description of this year's five Public Service priorities.

## **TYPES OF ACTIVITIES THAT ARE NOT ELIGIBLE**

Services to non-Phoenix residents, Services to people that are not primarily low and moderate income, Political activities, Income payments and stipends, Marketing and fundraising, Serves that promote religion, Payment of debt, Pre-project expenses, and Entertainment.

## **INELIGIBLE ACTIVITES**

The following services cannot be considered for funding through this Request for Proposal (RFP) process. Please contact the department noted below for information on grant opportunities.

<i>Homeless Support</i>	<i>Housing Counseling Services</i>	<i>Employment Training for Disadvantaged People.</i>	<i>Economic Development</i>	<i>Housing</i>
Human Services Depart. (602) 256-4297	Neighborhood Services Depart. (602) 262-7158	Human Services Depart (602) 262-6776	Community & Economic Depart. (602) 262-6005	Housing Depart (602) 262-6602

## **PROPOSAL REVIEW PROCESS**

The Proposal Review Process is described in Appendix C of the Proposal Instructions. Before filling out the proposal, agencies should review the criteria (e.g., Project Description and Need, Proposed Outcome, Track Record/Capacity, Project Budget) the Community Development (CD) Review Committee will use to evaluate each proposal. City staff will review all proposals for eligibility and completeness. Public facilities proposals will be further reviewed for evidence of matching funds and gap financing. Only those proposals that staff determine as eligible and satisfy the criteria will be distributed to the CD Review Committee.

## **CLARITY OF RFP CONTENTS**

The content and clarity of your application are critical. Applicants should take extra care in developing a clear, concise program design and measurable, results-oriented goals. For a copy of this publication in an alternate format contact the Neighborhood Services Department ADA Liaison, 200 W. Washington St., Phoenix, AZ 85003. Voice number (602) 495-5459. TTY (602) 495-0685.

## **SEPARATE PROPOSALS**

Fill out separate proposals if your project contains both Public Service and Public Facilities elements. Careful attention should be given to completing each item in the designated space provided. If you have questions regarding the RFP, please call the Community Development Division of the Neighborhood Services Department at (602) 262-7845.

## **ENVIRONMENTAL REVIEWS**

An Environmental Review is required for each project that receives CDBG funding. If your proposal is funded, the Grants staff will initiate the review and notify you when the project is cleared to proceed. This is a regulatory requirement to be aware of and depending on the type of project, the Environmental Review process can be lengthy and impact the project start-up. Public Service projects require a lower level review and will not affect the project start up.

## **PREMATURE COMMITTING OR EXPENDING FUNDS**

Project costs that have been committed or spent prior to Environmental Clearance and execution of the CDBG contract are not eligible for CDBG reimbursement.

## ACCESSIBLE TO PERSONS WITH DISABILITIES

Programs, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA).

## WEB INFORMATION

Our web address: [www.phoenix.gov/GRANTS](http://www.phoenix.gov/GRANTS).

For other grant opportunities, a summary chart of HUD funding sources can be found at:  
<http://phoenix.gov/GRANTS/sumchrt.html>.

These are HUD funded grant opportunities carried out by the Neighborhood Services Department, Housing Department, Human Services Department, and Community and Economic Development Department.

At this time, RFPs cannot be submitted online. Applicants must deliver proposals to the City of Phoenix, Neighborhood Services Department, 4<sup>th</sup> Floor.

## TECHNICAL ASSISTANCE

Staff are available to provide technical assistance to conduct a *preliminary review* of proposals and answer questions. The reviews will consist of checking for eligibility, RFP requirements, and program objectives and to assure proposals are in compliance with the National Objectives established by HUD. Staff CANNOT provide assistance in developing a project or writing the application but are available to answer your questions and provide feedback. The Community Development Division staff are also available Monday - Friday, 8:00 am - 5:00 p.m., prior to the RFP deadlines. Appointments after 5p.m. can be schedule by calling Barbara Bellamy at (602) 262-7845.

## IMPORTANT PROPOSAL INFORMATION:

Applicants must be incorporated in Arizona by proposal submittal. \$2 million aggregate insurance coverage is required. Programs that serve children must maintain additional sexual molestation coverage. Funded organizations contract with the city and CDBG funds are reimbursed montly.

The CDBG program was created by Congress and Federal regulations apply. Programs must primarily serve low and moderate income Phoenix residents. School applicants must be located in a targeted area. CDBG funding is a competitive process and many worthy proposals will not be funded.

## RFP DEADLINE AND SUBMISSION REQUIREMENTS

All applicants must submit an original and three unbound copies (staff will not make extra copies - NO EXCEPTIONS) of the proposal. Proposals are due no later than 5:00 p.m. on the date(s) indicated below. Proposals cannot be revised after they are submitted. Proposals can be dropped off before the close dates at the Neighborhood Services Department Seamless Service Counter, 200 West Washington, Fourth Floor, and Phoenix, AZ 85003-1611.

Proposal Type	Date Due	Location
Public Service	November 22, 2002	Neighborhood Services Department Phoenix City Hall, 4 <sup>th</sup> Floor
Public Facilities	December 13, 2002	(Same As Above)

<b>ADDITIONAL INFORMATION TO HELP YOU COMPLETE THE PROPOSAL FORM</b>
--

<b>Appendix A</b>	Proposal Definitions - provided to assist applicants with terminology. (Includes information about Religious Organizations & Charter Schools, Conflicts of Interest and Child Care Licensing Information.)
<b>Appendix B</b>	City of Phoenix Geographic Priority Areas
<b>Appendix C</b>	Proposal Review Process & Evaluation Criteria
<b>Appendix D</b>	Check List
<b>Handouts</b>	<ul style="list-style-type: none"><li>• City of Phoenix Redevelopment Areas Map</li><li>• City of Phoenix Council District Map</li><li>• Low and Moderate Income Census Tract Maps</li><li>• 2002 Income Limits For Phoenix Metro Statistical Area</li></ul>

## PROPOSAL INSTRUCTIONS

The following step-by-step guide is provided to help agencies complete the Public Service proposal form. If you have questions, contact Grants Administration at (602) 262-7158.

1. **Agency Requesting Funding.** Complete name of agency requesting funding.
2. **CDBG Request.** List the dollar amount of funds requested.  
**Continuation Project.** Check (yes), if your agency received funding last year for the same project.
3. **Project Title.** Indicate the title of the proposed project (limit to 50 characters).
4. **Project Address.** List location where the proposed services are expected to be provided. The address may be different from the agency address. If the service is being provided at more than one location, list all addresses on a separate sheet and clearly label attachment to Question 4 Project Address.
5. **Public Service Priorities.** (\$600,000\*) Check only one Public Service Priority in this space. These are the only priorities that will be considered for funding, see page one of this guide for description of the priorities. Projects that are improperly categorized will be moved to the appropriate priority. \*Estimated 2003-2004 allocation.
6. **Describe the Agency purpose/mission:** Provide overview of agency's service purpose.
7. **Organizational Chart and Board of Directors:** Attach both and label Question – 7 Organizational Chart & Board of Directors.
8. **Mailing Address:** Enter the agency's complete mailing address.
9. **Project Contact Person, Phone, Fax Number, and E-mail Address:** Enter the name of the person that will be the key contact for the project. This person should have knowledge about the project and have the authority to answer questions regarding the project and the proposal. Include the phone and fax number where they can be reached.
10. **Year Incorporated 501c(3) Status & Taxpayer Identification No. (TIN):** Indicate the year in which the agency was incorporated, indicate 501c(3) status. List your Taxpayer Identification No. provided by the Internal Revenue Service.
11. **Major Sources of Agency Funding:** List the main sources of agency funding. For example, United Way, corporate sponsorship, other federal funding.
12. **City Council District(s) to be Served By this Project :** Refer to map handouts for Council district location and census tract location. Please list the new district boundaries effective January 2, 2003.
13. **Agency Authorized Signature:** Print the name and job title of person authorized by the agency to submit the proposal and have this person sign application.
14. **Describe the Project and How the CDBG Funds Will Be Used:** Be concise in stating the nature of the project and what program costs, positions, and operating expenses will be funded with CDBG funds.

15. **Describe the Program Service Delivery Method:** Provide a brief description of how your project will be carried out, how you will reach your target population, and what services will be provided.
16. **Matching Funds.** Matching funds are not required for Public Service projects but will enhance your proposal by showing leverage. Matching funds are the other non-CDBG funds that will be used in conjunction with the CDBG request to complete the project. Matching funds can be a blend of cash, loans, in-kind or volunteer labor. These funds must be firmly assigned to the project and immediately available.
17. **Collaboration with Other Agencies.** Explain if the proposed project will be carried out with the help or support of other agencies or organizations. Name the organizations and be specific about their involvement and/or support.
18. **Site Control.** If services will be offered at a site owned or managed by another organization, describe the lease terms and attach a letter from the owner which states they authorize the use and are committed to the project. For example, if the agency has arranged for services to be provided at a school, attach a letter from the school principal indicating their commitment to the project. Attachments should be labeled Question 18 – Site Control.
19. **Program Sustainability.** Describe how the program will be financially supported in future years and provide evidence by attaching proof of the commitments for this project. Indicate if there are adequate personnel, administrative and financial structures in place to maintain the program in the future. Examples of documentation to attach could include letters from funders or an agency financial statement. **Charter schools must submit a copy of their annual financial report.** Attachments should be labeled Question 19 - Program Sustainability.
20. **Licensing.** List all licenses required to carry out the project and indicate whether the license has been approved or if it is pending. For example, the project may require a childcare license, health certificate for food preparation, chauffeurs license for transportation services, etc. If your project serves youth, see Appendix A definitions for examples of youth programs that require licensing. For further information about childcare licensing, contact AZ Department of Health Services at (602) 674-4220. Licensed childcare center applicants must attach a copy of current license. Attachments should be label Question 20 - Licensing.
21. **Neighborhood Organization Project Support.** If the activity/project will affect a specific Neighborhood, project support must be obtained from the local neighborhood association. For example, if the project will remove graffiti and educate neighbors about crime reducing methods through block watch activities, the local neighborhood association must be in support of this effort. However, some projects do not require neighborhood support. Please contact Grants Administration to discuss your proposed project if your agency is not certain whether the proposed project requires neighborhood support.
22. **Program Outcomes & Objectives.** Outcomes and objectives must be results oriented, specific and measurable. Each outcome and specific objective should include the time frame for the accomplishment of the particular activity. For example, if an element of the project includes workshops list the number of workshops but also indicate how many participants will attend and how the participants will benefit.
23. **Target Population and Number of Persons to Be Served.** Provide a brief description of the client target population to be served by the project and the number of persons to be served.



24. **Meeting a CDBG National Objective.** Check the appropriate box that applies to your project. For example, if you are seeking funding for an after school program for youth in a low & moderate income census tract, then you would check "Area Based" because the program is located in a low/mod census tract. If your project primarily services the elderly, abused or persons with disabilities then "Special Needs Population" would apply. The Census Tract Map provided can be used to determine areas of low/moderate concentration.
25. **Additional Information.** This section is provided to capture any other information the agency wishes to submit to enhance the proposal.
26. **Agency Performance History.** List the two most recent agency sponsored project(s) including Phoenix CDBG funded projects and project funded by other funders. If never funded before, describe projects undertaken by your agency through volunteer resources or donations, indicate the results achieved and attach supporting documentation (if available). If the project was funded by a source other than Phoenix's CDBG program, attach a letter from the funder that verifies the amount of the award, nature of the project, date the project/program was completed and the results achieved.

## PROPOSAL EXHIBITS

### EXHIBIT A - PROJECT BUDGET

Complete the project budget that includes Personnel Services (salaries) and other project cost components the agency identifies as necessary to carryout the project. The first budget column, CDBG Funding Request, must total the funding amount the agency requested in Question 2. The other two columns should list other cash and in-kind resources that will be used in the project.

The use of volunteers not otherwise employed by the agency is permitted. However, depending on the work the volunteer will perform, State-licensing requirements would apply. To determine in-kind volunteer contributions called for in the third column of the budget, use the estimated amount of what a paid worker would earn doing the same type of work.

### EXHIBIT B – PERSONNEL

This exhibit must be completed if Personnel Services (salaries) are a listed cost component on Exhibit A. Fill in the name and position title for each employee who will work on the project. Do not include fringe benefits on this exhibit.

## DEFINITIONS

### ELIGIBILITY

Projects funded with Community Development Block Grant (CDBG) funds must meet one of the National Objectives: benefit to low and moderate income persons or prevention of slum and blight. For more information, applicants are encouraged to attend the Technical Assistance session.

### LOW AND MODERATE INCOME OR LOW INCOME HOUSEHOLD

The term "low and moderate income" shall be defined as at or below 80% of the median income adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended.

### RELIGIOUS ORGANIZATIONS

Please see information on Religious Foundations under General Information. In accordance with First Amendment Church and State Principles, as a general rule, CDBG assistance MAY NOT be used for religious activities or provided to primarily religious entities for any activities, including secular activities. However, there are exceptions when CDBG funds may be used for eligible public services to be provided through a primarily religious entity, where the religious entity enters into an agreement with the recipient or sub-recipient from which the CDBG funds are derived, and that, in connection with the provision of such services:

- It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion.
- It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion; and
- It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such public services.
- When eligible public services are carried out on property owned by a primarily religious entity, CDBG funds may also be used for minor repairs to such property if:
  - the repairs are directly related to carrying out the public services; and
  - the cost constitutes in dollar terms only an incidental portion of the CDBG expenditure for the public services.

### CHARTER SCHOOL

A Charter School is a public school established by contract with a district Governing Board, the State Board of Education or the State Board for Charter Schools to provide learning that will improve pupil achievement (A.R.S. 15-181). The school must be non-profit and must provide Articles of Incorporation, Bylaws, and current financial report.

### CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can plague activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision

making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, services and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create real, or the appearance of a conflict of interest. The agency personnel should:

- Be familiar with the agency's code of ethics and potential conflict of interest issues;
- Not take gifts or gratuities from persons or organizations associated with the procurement process.

## **CHILDCARE LICENSING**

This information is provided to provide a general overview of types of programs requiring licensing and those that do not require a license. For additional information, contact the Arizona Department of Health Services, Office of Childcare Licensing at (602) 674- 4220.

### **Programs that Require Licensing**

- Preschool programs that provide services where the parent is not on-site and a fee is charged.
- Public Schools and Charter Schools that provide before school and after school programs for school aged children where the parent is not on-site.

### **Program Exemptions**

- Churches - as part of religious training
- Public or Charter Schools or programs that provide child care services during regular school hours and the parent is on-site, i.e. GED Classes
- Any facility that provides only recreational or singular instruction in one subject, i.e., Self Defense, Dancing, Art, Sports, Music, etc.
- Any facility that provides recreational/instructional activities for school aged children who have the freedom to come and go from the center
- Agencies that offer services to children do not require licensing, i.e., case/crisis management.

## **MATCHING OR COST SHARING**

Matching funds are the other (non-CDBG) agency resources immediately accessible and firmly committed funding ready to be applied to the project. Matching funds can include a blend of cash, loans or in-kind resources available to finance the project costs. These resources must be firmly assigned and immediately available for the project.

In-kind contributions must have a specific dollar value established in accordance with generally accepted accounting principles. The basis of determining the value for personal services and donated materials and supplies must be identified and documented in the proposal. Volunteer services may be counted if the service is an integral and necessary part of an approved CD-funded project. Rates for hours should be consistent with those paid for similar work in the labor market in which the applicant competes for the services involved. The value assigned to donated materials and supplies should be reasonable and should not exceed market value at the time of donation.

## APPENDIX B

### CITY OF PHOENIX GEOGRAPHIC PRIORITY AREAS

#### NEIGHBORHOOD INITIATIVE AREAS

##### REDEVELOPMENT AREAS

GARFIELD	7 <sup>th</sup> to 16 <sup>th</sup> Streets, and Papago Freeway to Van Buren Street
ISAAC	Just east of 32 <sup>nd</sup> Avenue to 35 <sup>th</sup> Avenue, and the alley north of Palm Lane to I-10 Freeway.
VILLAGE CENTER/ SUNNYSLOPE	Central Avenue to 7 <sup>th</sup> Street, and Dunlap Avenue to Northern Avenue/AZ Canal.
ROOSEVELT	7 <sup>th</sup> Street to 7 <sup>th</sup> Avenue, and Van Buren Street to McDowell Road.
SOUTH PHOENIX VILLAGE	24 <sup>th</sup> to 32 <sup>nd</sup> Streets, and Salt River to Roeser Road.
LONGVIEW	12 <sup>th</sup> to 16 <sup>th</sup> Streets, and Indian School to Osborn Roads.
EASTLAKE PARK	Generally 12 <sup>th</sup> Street to just east of 16 <sup>th</sup> Street and alley south of Van Buren Street to alley south of Madison Street.
GOVERNMENTAL MALL (Oakland/University Park and Woodland)	7 <sup>th</sup> to 19 <sup>th</sup> Avenues, Fillmore Street and Grand Avenue to Jackson Street
SPECIAL REDEVELOPMENT AREA	12 <sup>th</sup> to 13 <sup>th</sup> Streets, and the alley south of Van Buren Street to the alley south of Washington Street.
SUNNYSLOPE	Central Avenue east to 3 <sup>rd</sup> Street from Dunlap Avenue south to Ruth Avenue, north on 3 <sup>rd</sup> Street to Alice Avenue and east to 7 <sup>th</sup> Street, 7 <sup>th</sup> Street east to 12 <sup>th</sup> Street from Dunlap south to Alice Avenue and 7 <sup>th</sup> Street east to 16 <sup>th</sup> Street from Dunlap Avenue north to Peoria Avenue.
TARGET AREA B	7 <sup>th</sup> Avenue to 24 <sup>th</sup> Street, and Broadway Road to Southern Avenue.

#### ENTERPRISE COMMUNITY AREA

The **ENTERPRISE COMMUNITY AREA** is a 20-square mile area generally located South of McDowell Road (see attached map of Enterprise Community Area).

### **SPECIAL REVITALIZATION AREAS**

ANDALUCIA	47 <sup>th</sup> to 51 <sup>st</sup> Avenues, and Indian School to Thomas Roads (Same as Pride).
AVALON	Osborn to Thomas Roads, and 16 <sup>th</sup> to 20 <sup>th</sup> Streets.
HEATHERBRAE	Indian School to Camelback Roads, and 67 <sup>th</sup> to 75 <sup>th</sup> Avenues.
HOHOKAM	Van Buren Street to McDowell Road, and I-10 Freeway to 50 <sup>th</sup> Street.
MARYVALE UNITE	Osborn to Camelback Roads, and 51 <sup>st</sup> to 59 <sup>th</sup> Avenues.
MEADOWBROOK	Campbell to Meadowbrook Avenues, and 12 <sup>th</sup> Street to 14 <sup>th</sup> Place.
ST. MATTHEW	Adams to Fillmore, 19 <sup>th</sup> Avenue to I-17
VILLA OASIS	Thomas to Indian School Roads, 67 <sup>th</sup> to 75 <sup>th</sup> Avenues

### **RENTAL RENAISSANCE PROJECT AREAS**

PALOMINO	Cave Creek Road to 32 <sup>nd</sup> Street, and Greenway to Bell Roads.
WESTWOOD	19 <sup>th</sup> Avenue to I-17 Freeway, and Indian School to Camelback Roads.

### **NEIGHBORHOOD FIGHT BACK AREAS**

7 <sup>th</sup> AVENUE MERCHANTS	6 <sup>th</sup> to 8 <sup>th</sup> Avenues, and Camelback to Indian School Roads
ABELS ACRES	15 <sup>th</sup> Street to Cave Creek Road (west side only), North Mountain Preserve to Mescal Street (north side only).
ADOBE FOOTHILLS	I-17 Freeway to 35 <sup>th</sup> Avenue, and Deer Valley Road to Patrick Lane.
ALTA VISTA	27 <sup>th</sup> to 35 <sup>th</sup> Avenues, and Northern Avenue to Butler Road
CANAL NORTH	Camelback Road to Grand Canal, and 10 <sup>th</sup> Street to 13 <sup>th</sup> Place
EAGLE RIDGE	7 <sup>th</sup> to 16 <sup>th</sup> Streets, and Union Hills to Beardsley Roads.
ECHO MOUNTAIN	16 <sup>th</sup> to 24 <sup>th</sup> Streets, and Bell to Union Hills Roads
FRANCISCO/HIGHLAND	24 <sup>th</sup> to 32 <sup>nd</sup> Streets, and Baseline to Guadalupe Roads
GLEN CANYON VISTA	Glendale to Northern Avenues, and I-17 Freeway to 27 <sup>th</sup> Avenue
HEATHERBRAE	67 <sup>th</sup> to 75 <sup>th</sup> Avenues, and Indian School to Camelback Roads

## **NEIGHBORHOOD FIGHT BACK AREAS**

HOMEDALE	35 <sup>th</sup> to 43 <sup>rd</sup> Avenues, and Van Buren Street to Buckeye Road
KENNEDY	24 <sup>th</sup> to 32 <sup>nd</sup> Streets, and Thomas to Indian School Roads
LINDON PARK	Brill to Portland Streets, and 48 <sup>th</sup> to 50 <sup>th</sup> Street
MARYVALE UNITE	51 <sup>st</sup> to 59 <sup>th</sup> Avenues, and Indian School to Camelback Roads
MOUNTAIN VIEW	7 <sup>th</sup> to 19 <sup>th</sup> Avenues, and Hatcher Road to Peoria Avenue
ORANGEDALE/MOUNDS VIEW	48 <sup>th</sup> to 56 <sup>th</sup> Streets, and McDowell to Thomas Roads
PARK MEADOWS	35 <sup>th</sup> to 43 <sup>rd</sup> Avenues, and Union Hills to Beardsley Roads
ST. MATTHEWS/SHERMAN PARK	19 <sup>th</sup> to 27 <sup>th</sup> Avenues, and Buckeye Road to Van Buren
SAVE OUR SUNNYSLOPE II	7 <sup>th</sup> to 19 <sup>th</sup> Avenues, and Peoria Avenue to Cactus Road
SOUTH CENTRAL NEIGHBORHOOD	Central to 7 <sup>th</sup> Avenues, and Baseline Road to Southern Avenue
STARDUSTER	7 <sup>th</sup> to 16 <sup>th</sup> Streets, and Cactus to Thunderbird Roads
SUNSET CANYON	24 <sup>th</sup> to 32 <sup>nd</sup> Streets, and Union Hills to Beardsley Roads
UNITED NEIGHBORS II	27 <sup>th</sup> to 35 <sup>th</sup> Avenues, and Buckeye Road to Van Buren
UNITY	Southern Avenue to Vineyard Road, and 20 <sup>th</sup> to 24 <sup>th</sup> Streets
WEST PLAZA	Glendale Avenue to Bethany Home Road, and 35 <sup>th</sup> to 43 <sup>rd</sup> Avenues
WESTWOOD VILLAGE	19 <sup>th</sup> to 27 <sup>th</sup> Avenues, and McDowell to Thomas Roads

## **LOCATION OF ELIGIBLE HISTORIC DISTRICTS**

Coronado Historic District	Generally bounded by McDowell Road, 7th Street, Virginia Avenue and 14th Street.
Country Club Park Historic District	Generally bounded by Thomas Road, Virginia Avenue, Dayton Street and 7th Street.
F.Q. Story Historic District	Generally bounded by 7th Avenue, 16th Avenue, McDowell Road and Roosevelt Street.
Oakland Historic District	Generally bounded by Fillmore Street, 19th Avenue, Grand Avenue and Polk Street.

## LOCATION OF ELIGIBLE HISTORIC DISTRICTS

Phoenix Homesteads Historic District	The district consists of two irregular shaped areas generally situated north of Thomas Road, south of Osborn Road, between 26th and 28th Streets.
Roosevelt Historic District	Generally bounded by McDowell Road, Fillmore Street, Central and 7th Avenues.
Victoria Place Historic District	Located along both sides of McKinley Street between 7th and 9th Streets.

## APPENDIX C

### PROPOSAL REVIEW PROCESS

- All proposals will be reviewed by City staff for eligibility, completeness and feasibility.
- Proposals that are deemed ineligible or infeasible will not be considered for funding and not forwarded to the CD Review Committee. The agency will be notified by mail and offered technical assistance for future funding rounds.
- Staff will develop Technical Reviews for all eligible/feasible projects. The Technical Review summarizes the project, notes proposal concerns and includes agencies past performance history, if they received a prior CDBG award.
- The Technical Review will be mailed to the applicants, allowing a 7-day window for the agency to submit additional information or to clarify the proposed project. The agency response is limited to one page only.
- The Community Development (CD) Review Committee members are Mayor/City Council appointments. Committee members are provided the proposals, staff Technical Review Summaries, and the one-page agency response, if the agency submits additional information.
- The CD Review Committee will review, evaluate and score each proposal based on the criteria outlined in APPENDIX C.
- Those proposals receiving scores above the threshold score will be invited to make a brief presentation to the committee. Agencies whose proposal received a score below the threshold, will be notified by mail and offered technical assistance for future funding rounds. Agencies invited to make a presentation will also be notified by mail of the assigned date and time of their presentation.
- The CD Review Committee will rank the proposals after the presentations. From the average proposal ranking, the committee will develop funding recommendations and forward their recommendations to the Housing and Neighborhoods (H&N) Subcommittee. The NRHHP Subcommittee will review the committee recommendations and submit its recommendations to the City Council for final approval.

### PROPOSAL REVIEW PROCESS SCHEDULE

- |  |                       |
|--|-----------------------|
| • Request for Proposals (RFP) Opens  | October 21, 2002      |
| • Public Service Proposal Closes   | November 22, 2002     |
| • Public Facilities Proposal Closes  | December 13, 2002     |
| • Eligibility Reviews  | January 2003          |
| • Technical Reviews Mailed to Agencies   | February 2003         |
| • Proposals Reviewed & Scored by Committee   | February - March 2003 |
| • Proposal Presentations / Proposals Ranked  | April 2003            |
| • Funding Recommendations Developed forwarded to Neighborhood Revitalization, Housing & Historic Preservation Subcommittee | April 2003            |
| • City Council Approval  | May 2003              |
| • Award Notification Letters Sent  | May 2003              |
| • Agency Pre-Contract Orientation  | June 2003             |
| • CDBG Funding Available / Contracts Developed   | July 1, 2003          |



# APPENDIX C

## 2003- 2004 CDBG PROPOSAL EVALUATION FORM

Proposal No: \_\_\_\_\_ Funding Request: \$ \_\_\_\_\_ Continuation Project: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project: \_\_\_\_\_

### CRITERIA

#### PROJECT DESCRIPTION AND NEED

- Well-defined project with realistic implementation plan
- Addresses unmet needs and is not duplicative of other services
- Evidence of collaboration with existing programs and services
- Evidence of sustainability for future program years

#### PROPOSED OUTCOME

- Proposal addresses the appropriate RFP priority
- Results oriented, measurable outcomes and objectives which are challenging yet realistic
- Number of low/moderate income residents to benefit from the project in relation to amount of funds and type of service

#### TRACK RECORD/CAPABILITY

- Prior experience with documented results in the type of work being proposed
- Date organization formed or incorporated
- Fiscal and organizational capacity to implement project
- Appropriate level of licensing or site control

#### PROJECT BUDGET

- Amount of project leveraging of other resources
- Funding request is realistic and budget/expenses are reasonable
- CDBG funds are an appropriate resource for the project
- Project is ready to start in 2003, i.e., all other needed financial and in-kind resources are on hand

CRITERIA	POOR		FAIR		AVERAGE		GOOD		EXCELLENT	
Project Description & Need	1	2	3	4	5	6	7	8	9	10
Proposed Income	1	2	3	4	5	6	7	8	9	10
Track Record/Capacity	1	2	3	4	5	6	7	8	9	10
Project Budget	1	2	3	4	5	6	7	8	9	10
<b>TOTAL POINTS =</b>										

### CHECKLIST

Before you submit your proposals, please review the following list to be sure your proposals are complete and that your agency has not forgotten any key elements.

- ☐ Proposal original plus three copies.
- ☐ The original is paper clipped (not bound or stapled).
- ☐ The three copies are stapled (not bound or paper clipped).
- ☐ All oversized pages (including brochures) reduced to 8 1/2 x 11.
- ☐ All double-sided pages are converted to single-sided pages.
- ☐ Neighborhood association support for project & authorized signature (if applicable).
- ☐ Additional information requested in proposal instructions i.e., board of directors.
- ☐ Funder letters that verify past project accomplishments (if applicable).
- ☐ Public Facilities proposals - matching funds and gap financing documentation.
- ☐ Proposal signed by authorized signee.